



**US Army Corps  
of Engineers®**

South Florida Operations Office  
525 Ridgelawn Road  
Clewiston, FL 33440  
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# Lake Okeechobee & the Okeechobee Waterway Caretaker(s)

## Volunteer Description

# Lake Okeechobee & the Okeechobee Waterway Caretaker(s)

## INTRODUCTION

The U.S. Army Corps of Engineers (USACE), Jacksonville District, South Florida Operations Office (SFOO), would like to welcome you to the Corps Volunteer Program. As a volunteer, you will be performing the duties/responsibilities (listed below) of a Caretaker at and around Lake Okeechobee & the Okeechobee Waterway under the guidance of the Volunteer Supervisors Angie Charles, Corps Biologist (Clewiston) and Park Ranger Jerre Killingbeck (Okeechobee). Volunteer Supervisors are overseen by the Volunteer Coordinator and Supervisory Park Ranger. The Corps of Engineers greatly appreciates your volunteer efforts to further enhance Lake Okeechobee & the Okeechobee Waterway. Thank you for choosing to volunteer with the Corps of Engineers. Any questions, comments, and/or concerns should be directed towards the Volunteer Coordinator at (941) 694 - 2582.

## QUALIFICATIONS

Anyone may apply to volunteer as a Caretaker with the Corps of Engineers by completing a SFOO Volunteer Application. The Caretaker position however, requires tact, courtesy and the ability to deal with the general public. This position requires a lot of physical labor and exposure to outside elements. The position is established so that the USACE may better serve the public at Lake Okeechobee and the Okeechobee Waterway.

## DUTIES/RESPONSIBILITIES

Maintain Florida National Scenic Trail Campsites located on the Herbert Hoover Dike by mowing and trimming around the campsites along with general maintenance to the shelter, picnic table, etc.

Maintain the crest of the Herbert Hoover Dike by mowing and trimming.

Maintain the Moore Haven Island by mowing, trimming, tree removal, weeding, tree planting, etc.

All equipment will be provided by the USACE.

Be familiar with and abide by all USACE rules and regulations (EP 1165-2-316).

Report safety hazards and/or maintenance concerns to the gate attendant or ranger staff. Examples: report a stopped up commode, lack of supplies, broken night light, water leaks, missing or damaged signs.

Report any compliance problems, vandalism, speeding, and similar disturbances to the gate attendant, ranger staff or local law enforcement officer.

Assist in emergency situations such as electrical black outs, weather alerts, life threatening emergencies, etc.

Report all personal injury accidents and/or incidents to the volunteer supervisors or the ranger staff.

## DUTIES/RESPONSIBILITIES (continued):

Wear the Volunteer Shirt and/or Volunteer Hat when volunteering with the USACE to identify yourself as a USACE Representative.

A little common sense goes a long way, so treat others as you would like to be treated.

Minor Maintenance: litter pick-up, debris removal, general repair of recreation equipment.

Volunteer campsites will be maintained in a neat and respectable manor.

All recreation areas will be evacuated during a hurricane. All volunteer items should be mobile and ready to move in case of a hurricane.

Please do not engage in any physical or verbal confrontations with the public.

Volunteer hours need to be recorded on the Volunteer Service Record (ENG Form 4882-R) and submitted to the Volunteer Supervisor by the end of each month.

All incidental expenses should be recorded on the Claim for Reimbursement for Expenditures on Official Business Form and submitted to the Volunteer Supervisor for authorization by the end of each month with your Volunteer Service Record.

The Volunteer Coordinator or Volunteer Supervisor may request additional duties to be performed contrary to the above listed duties/responsibilities at any time, for example: general maintenance items, limited physical labor, assisting within the campground, rangers, and/or lock tenders, etc.

## SUPERVISORY CONTROLS

There is no doubt that you will encounter rangers on a daily basis. These rangers may answer general questions that you may have concerning the recreation areas, rules and regulations, and the general area. Specific volunteer questions, comments, and/or concerns should be directed towards the Volunteer Supervisors.

## WORKING CONDITIONS

Caretakers will be required to perform 20 to 30 hours per week of volunteer service. The USACE will provide a campsite at various areas around Lake Okeechobee & the Okeechobee Waterway. The caretakers vehicle and camping unit will be identified as volunteer for the benefit of the public and Corps personnel. All members of a Volunteer's immediate family are welcome to accompany him or her while volunteering. A Caretaker may volunteer from one month to one year.

## EMERGENCY INFORMATION

For all life-threatening emergencies please dial 9 – 1 – 1 to contact the local law enforcement agency, fire department, and ambulance.

After contacting 9 – 1 – 1, please contact the ranger staff concerning the accident/incident.

The following information should only be used in an emergency and should not be provided to visitors.

				Office Phone Number
Schedules:	Angie	Mon – Fri	7:00 A.M. – 3:30 P.M.	(863) 983 – 8101 x 236
		Sat – Sun	Off	
	Jerre	Sun – Mon	Off	(863) 462 – 5260 x 3025
		Tues – Sat	7:00 A.M. – 3:30 P.M.	

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Okeechobee	(863) 462 – 5260 x 3025
	(863) 227 – 0235 mobile
Ortona Campground	(863) 675 - 8400
Ortona Lock	(863) 675 - 0616
St. Lucie Campground	(561) 287 - 1382
St. Lucie Visitor Center	(561) 219 - 4575
St. Lucie Lock	(561) 287 - 2665
W.P. Franklin Campground	(941) 694 - 8770
W.P. Franklin Lock	(941) 694 - 5451

Florida Fish and Wildlife	
Conservation Commission	1-800-342-5367
Florida Highway Patrol	1-800-701-3212, * FHP
Poison Information Center	1-800-282-3171
U.S. Coast Guard	1-800-368-5647
Hazardous Material Spills	1-800-424-8802
Sheriff (by counties)	
Glades	(863) 946 - 0010
Hendry	(863) 674 – 4060
Martin	(561) 220 – 7000
Okeechobee	(863) 763 – 3117
Palm Beach	(561) 688 – 3000